



Presents the
Labor Law Training Series
“FRIDAY FUNDAMENTALS”

(Co-sponsored by the University of Wisconsin-Extension Local Government Center)

These interactive sessions in 2006-2007 provide basic information about these laws:

Fair Employment

Worker's Compensation

Fair Labor Standards

Unemployment Insurance

Foreign Born Workers

Child Support

Sign up now for DWD's "Friday Fundamentals" educational series.

Sept. 8, '06

Sept. 22, '06

Oct. 20, '06

Nov. 17, '06

Dec. 15, '06

Jan. 12, '07

Feb. 9 '07

Mar. 9, '07

Apr. 6, '07

May 4, '07

All sessions held from 1:00 p.m. – 3:00 p.m.

About the Sessions

The Wisconsin Department of Workforce Development will present another series of educational audio conferences on the above dates. DWD uses the WisLine operated by the University of Wisconsin. Sessions are open to the public and held at WisLine sites in all Wisconsin counties. Most topics are expanded versions of those presented at DWD's popular Labor Law Clinics.

Pick only the sessions you want!

The courses are designed to be most helpful to those new to their jobs or to the State of Wisconsin. They will also be helpful to those who haven't attended a DWD Labor Law Clinic or other DWD seminar in recent years. Particular groups that may benefit include:

- Smaller employers
- Accountants
- Attorneys (2.0 hours CLE may be available)
- Labor Unions

Interactive Sessions

Each WisLine session provides microphones that can be used by attendees to ask questions of the speakers during the presentations.

Low Cost

The \$27.00 registration fee for each session includes reference materials mailed in advance of each session. **Choose all 10 sessions and only pay for 9!**

Questions? Call Yvonne Hagen at (608) 266-3100 or Egon Breckner at (608) 267-9796

Information about this program may also be found at: <http://dwd.wisconsin.gov/dwd/frifund.htm>

Topic Details

9/8/06– “Avoiding ‘Loaded’ Employment Application and Interview Questions” - Asks you to consider: when was the last time you took a good look at that application form you’re using? what about interview questions? are any of them discriminatory or could they be interpreted as such? Looks at how the Wisconsin Fair Employment Law applies to the recruitment process and offers alternative questions to help avoid discrimination when gathering information needed to help choose the right candidate for the job.

9/22/06 – “Deciding Who Is Eligible for Unemployment Insurance (UI) Benefits” - Provides an overview of the primary issues affecting employee eligibility and employer liability for Unemployment Insurance benefits. Includes a discussion of quits, discharges, offers of work, work available, and how terms such as ‘able to work’ and ‘available for work’ are defined by UI. Offers an opportunity for the audience to ask, and get answers to, questions about how and why UI benefits are paid.

10/20/06 – “How to Conduct a Labor Standards Self-Audit” - Explains how employers can conduct a “self-audit” to assess their current compliance with various labor standards laws. Provides information about the Labor Standards Bureau’s wage claims process and audits, including potential penalties that can be assessed against employers. Also covers topics such as an explanation of time and payroll record-keeping requirements of state law and suggestions as to how employers should document their fringe benefits, work rules, and disciplinary action policies.

11/17/06 – “Understanding the Principles of Worker’s Compensation (WC) Law” - Focuses both on an overview of the key principles underlying the WC system and on practical, useful ideas for employers to implement in handling WC claims. Includes advice on establishing an effective injury reporting process, receiving employee accident reports, communicating with WC insurance carriers, investigating reports of work-related injuries, and steps to follow when presenting evidence on behalf of employers at hearings.

12/15/06 – “You Be the UI Judge” - Reviews case summaries typical of actual, contested UI cases, allowing the audience members to decide how they would rule if they were the Administrative Law Judge. Covers issues such as discharges, quits, suspensions due to physical restrictions, and other miscellaneous specialty areas. Cases prepared and session led by an experienced UI Administrative Law Judge.

1/12/07 – “Employer’s Guide to Child Support” - Provides an overview of the Wisconsin Child Support Program and support payment processing. Explains employer responsibilities for reporting new hires and withholding support from employee’s income, as well as medical support issues such as enrolling children in court-ordered medical support. Also identifies resources and contacts for employers and offers an opportunity for the audience to ask questions.

2/9/07- “Fair Employment Law Basics”- Offers a straightforward look at the basics of the Wisconsin Fair Employment Law (WFEL). Introduces the audience to Wisconsin’s law prohibiting discrimination in employment and serves as a foundation for further discussion. Also addresses topics such as prohibited actions by employers, groups protected under the law, employing individuals with disabilities, on-the-job harassment, dealing with a WFEL complaint, and other concerns which the audience may raise.

3/9/07 - “Preparing for Worker’s Compensation Hearings” - Provides practical advice on receiving employee accident reports, communicating with insurance carriers, and investigating reports of work injuries. Discusses the benefits to the employer of timely reporting and investigation. Also explains the employer’s role at a hearing, including steps to follow when preparing and presenting testimony by the representatives of the employer.

4/06/07 - “Defining Misconduct Under Wisconsin’s UI Law” - Identifies the factors used by UI staff and the courts to define misconduct which can result in a claimant’s disqualification for UI benefits. Covers what is and isn’t a termination for misconduct, including absenteeism, dishonesty, and violation of company rules. Also covers the basic elements which UI considers in its investigation of a discharge issue, what information UI requests from employers and claimants, and their appeal rights.

5/4/07 - “Workplace Harassment” - Provides information about harassment under the Wisconsin Fair Employment Law. Includes a discussion of sexual harassment and harassment based on other characteristics such as race, color, national origin, and sexual orientation. Utilizes case law to illustrate concepts, emphasizes the importance of strong company policies prohibiting unlawful harassment, and provides suggestions for handling and investigating complaints.

WisLine Locations

Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability.

Pin/Site #	City	Site Name	Phone
4000	Adams	Adams County Extension	608/339-4236
4007	Alma	Buffalo County Courthouse	608/685-6256
4038	Antigo	Langlade County Extension Office	715/627-6236
4050	Appleton	Outagamie County UWEX	920/832-5121
4001	Ashland	Ashland County Courthouse	715/682-7017
4069	Baldwin	St. Croix County Ag Center	715/684-3301
4055	Balsam Lake	Polk County Center Building	715/485-8600
4064	Baraboo	Sauk County UWEX	608/355-3250
4003	Barron	Barron County Off Complex	715/537-6250
4031	Black River Falls	Jackson County Courthouse	715/284-4257
4009	Chilton	Calumet County Courthouse	920/849-1450
4010	Chippewa Falls	Chippewa County Courthouse	715/726-7950
4025	Crandon	Forest County Courthouse	715/478-2212
4037	Darlington	LaFayette County Ag Center	608/776-4820
4029	Dodgeville	Iowa County UWEX	608/935-0391
4052	Durand	Pepin County Government Center	715/672-5214
4073	Eagle River	Vilas County Courthouse	715/479-3648
4022	Eau Claire	Eau Claire County UWEX	715/839-4712
4075	Elkhorn	Walworth County UWEX	262/741-3186
4053	Ellsworth	Pierce County Office Building	715/273-6781
4023	Florence	Resource Center	715/528-4480 x 49
4024	Fond du Lac	UWEX -Fond du Lac	920/929-3170
4005	Green Bay	Brown Cty Ag. & Extension Center	920/391-4610
4028	Green Lake	Green Lake County Courthouse	920/294-4032
4065	Hayward	Sawyer County Courthouse	715/634-4839
4030	Hurley	Iron County Courthouse	715/561-2695
4061	Janesville	Rock County Courthouse	608/757-5696
4032	Jefferson	Jefferson County UWEX	920-674-7295
4017	Juneau	Dodge County Admin. Building	920/386-3790
4044	Keshena	Menominee County Courthouse	715/799-4654
4035	Kewaunee	Kewaunee County Courthouse	920/388-7141
4036	La Crosse	La Crosse County UWEX	608/785-9593
4062	Ladysmith	Rusk County Courthouse	715/532-2151
4026	Lancaster	Grant County UWEX	608/723-2125
4015	Madison	The Pyle Center	608/262-0753
4040	Manitowoc	Manitowoc County UWEX	920/ 683-4169
4042	Marinette	Marinette County Courthouse	715/732-7510

Pin/Site #	City	Site Name	Phone
4033	Mauston	Juneau County UWEX	608/847-9329
4070	Medford	Taylor Cty USDA Service Center	715/748-3327
4020	Menomonie	Dunn County Ag Center	715/232-1636
4021	Menomonie	UW-Stout	715/232-5239
4039	Merrill	Lincoln County Annex	715/536-0304
4027	Monroe	Green County UWEX	608/328-9440
4043	Montello	Marquette County Services Center	608/297-9153 x 3
4011	Neilsville	Clark County Courthouse	715/743-5121
4048	Oconto	Oconto County Courthouse	920/834-6845
4083	Oshkosh	Winnebago County UWEX	920-232-1970
4058	Phillips	Price County UWEX	715/339-2555
4051	Port Washington	Ozaukee Cty Admin. Ctr.	262/284-8288
4013	Portage	Columbia Cty Agricultural Center	608/742-9680
4014	Prairie du Chien	Crawford County UWEX	608/326-0223
4088	Reedsburg	Reedsburg Public Library	608/768-7323
4049	Rhineland	Oneida County UWEX	715/365-2750
4060	Richland Center	Richland County UWEX	608/647-6148
4054	River Falls	UW-River Falls	715/425-3256
4067	Shawano	Shawano County Courthouse	715/526-6136
4068	Sheboygan Falls	Sheboygan UWEX	920/467-5740
4008	Siren	Burnett County Government Center	715/349-2151
4047	Sparta	Monroe County Courthouse Annex	608/269-8722
4077	Spooner	Washburn County UWEX	715/635-4444
4056	Stevens Point	Portage County UWEX	715/346-1316
4018	Sturgeon Bay	Door County/ City Library	920/746-2260
4019	Superior	Douglas County UWEX	715/395-1363
4072	Viroqua	Vernon County Extension Office	608/637-5276
4004	Washburn	Bayfield Cty. Courthouse	715/373-6104
4080	Waukesha	Waukesha Cty Admin Center	262/548-7770
4081	Waupaca	Waupaca County Courthouse	715/258-6230
4041	Wausau	Marathon County UWEX	715/261-1230
4082	Wautoma	Waushara County Courthouse	920/787-0416
4045	West Allis	Milwaukee County Extension	414/290-2400
4071	Whitehall	Trempealeau Cty. Courthouse	715/538-2311 x 206
4085	Wisconsin Rapids	Wood Cty Courthouse	715/421-8440

PLEASE NOTE: When filling out, cutting off, and mailing the registration form on the reverse side of this sheet, some information on this side will be lost. Accordingly, you may wish to copy this side of the sheet for future reference. Any problems with the above numbers, please call 608/262-0753.

FRFUND

How To Register

1. **SELECT** a WisLine site and phone number from the list on the reverse side of this form.
2. **COMPLETE AND RETURN** the registration form together with your payment or purchase order to the address below. Register at least 10 days prior to the session date to ensure reference materials are mailed to you in time for the session. **OR**, you may FAX your registration form to the number below **OR**, you may register by phone using the number just beneath the mailing address below.
3. **IF YOU REGISTER LESS THAN 10 DAYS BEFORE THE DATE OF THE CLINIC**, please call the site that you wish to attend and confirm that the site is participating in the WisLine session(s). You may also wish to ask for directions and parking information.

Payment:

Include payment in the full amount (per the number of sessions requested). Make check or money order payable to:

University of Wisconsin Extension

Return to:

WisLine Registration

The Pyle Center, Dept. 111

702 Langdon Street

Madison, WI 53706-1487

Phone (608) 262-0810 FAX (Madison) 265-3163 FAX (Toll Free) 1-800-741-7416

Refunds:

Refunds will be authorized when a registration is canceled at least 24 hours in advance of the class, minus a \$16.50 service charge. If the balance owed has not been paid, the \$16.50 cancellation charge will be invoiced and the remaining balance owed will be voided.

Workshops Registration

Check all sessions you wish to attend. (All Courses are #3258)

(You can have all 10 sessions for the price of nine!)

- ☐ 9/8/06 - Avoiding 'Loaded' Employment Application and Interview Questions
- ☐ 9/22/06 - Deciding Who Is Eligible for Unemployment Insurance Benefits
- ☐ 10/20/06 - How to Conduct a Labor Standards Self-Audit
- ☐ 11/17/06 - Understanding the Principles of Worker's Compensation Law
- ☐ 12/15/06 - You Be the UI Judge
- ☐ 1/12/07 - Employer's Guide to Child Support
- ☐ 2/9/07 - Fair Employment Law Basics
- ☐ 3/9/07 - Preparing for Worker's Compensation Hearings
- ☐ 4/6/07 - Defining Misconduct Under Wisconsin's UI Law
- ☐ 5/4/07 - Workplace Harassment

SELECT ONE:

☐ All sessions = \$ 243.00 (A \$27.00 savings when registering for all sessions!)

☐ # of sessions _____ @ \$ 27.00 each = \$ _____

Site (from the reverse side) you would like to attend: Site # _____ Site City _____

Name _____ Company _____

Address _____

City _____ State _____ ZIP _____

Phone # _____ FAX # _____ E-Mail Address _____

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